

Subject File

Approved For Release 2002/01/08 : CIA-RDP89-01114R000300090034-8

7 September 1979

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Chief, Senior Intelligence Service (SIS) Support Staff

1. In accordance with our telephone conversation today, the following is the information requested regarding the subject position.

a. The Chief, SIS Support Staff will report directly to the Director of Personnel for at least the first year of operation. In accordance with the basic proposals for the SIS, the initial staff complement will consist of two personnel officers and one personnel assistant/secretary. The staff is responsible to the Director of Personnel in his advisory role to the DDCI. Additionally, it will assist the DDCI, the Performance Review Committee (PRC) and the DDCI's Senior Resources Board (SRB) on SIS matters. Specifically, it will provide assistance with the following functions: *(PRC & SRB are out)*

(1) Formulation of *and Merit Pay* Agency policies and uniform standards for the CIA SIS system. Coordinate proposed policies, standards and procedures with Career Services.

(2) Recommendations on utilization of CIA SIS positions.

(3) Recommendations on the allocation of SIS ceiling allowances to Career Services.

(4) Recommendations on division of monetary resources for awards and stipends, and develop guidelines for distribution to member components of the Agency.

(5) Evaluation of the SIS operating program.

(6) Develop standards and guidelines for executive development of SIS members.

Approved For Release 2002/01/08 : CIA-RDP89-01114R000300090034-8

(7) Monitor and make recommendations regarding the SIS Executive Development Program.

(8) Provide executive secretarial services for the PRC and assist the Director of Personnel as Executive Secretary for the DDCI's Senior Resources Board.

(9) Organize performance appraisals for review by the PRC.

(10) Be the central point of contact for SIS members' questions and problems relative to policies, standards and procedures.

(11) Make presentations on the SIS system to appropriate audiences.

(12) Maintain close liaison with the Office of Personnel Management on regulations and decisions relative to the Federal Senior Executive Service (SES) and Merit Pay.

(13) Maintain liaison and working relationships with other Federal agencies regarding the SES programs.

(14) Develop basic proposals for Merit Pay System within the Agency.

2. The SIS Support Staff is a completely new function that is being assigned to the Office of Personnel. It is a function that is gravely critical to the success of the SIS. With all of the high priority activities imposed on the Office of Personnel; e.g., increased recruitment, expediting applicant processing, human resources analysis (modeling), analyzing and implementing NAPA recommendations, personnel management evaluation, and the new emphasis on executive development, the Office will be prevented from absorbing this added load without ceiling. The T/O stated above is considered to be a bare minimum necessary to initiate all of the activities for implementation and management of the SIS. It is doubtful that it will suffice for the long haul.

3. I see the position as the Chief, SIS Support Staff as a highly interesting and broadening experience for an able officer. The officer will be in close working contact with senior management and will be highly visible in his/her performance. Consequently, the Chief, SIS Support Staff must be a good representative of the DDA and the Office of Personnel.

This officer will be a key individual in ensuring that our SIS program is well managed. This will require creativity, innovation, coordination and he/she should be a self-starter. It is highly important that the position be filled soonest in order that the individual is in on the ground floor of the system and to initiate development of the implementation procedures and documentation.

Harry E. Fitzwater

Harry E. Fitzwater

Distribution:

Orig & 1 - Addressee
1 - DD/Pers/P&C
1 - D/Pers Subject File (SES)
1 - D/Pers Chrono
1 - HEF Chrono
D/Pers/HEFitzwater:rj (7 September 79)